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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

13 May 1952

E X T R A C T

4. It was announced that the recommendations in Mr. Peel's staff study on responsibility for personnel statistics are to be effective 1 June. A directive will be issued very shortly embodying the recommendations, which are in substance as follows:

- a. Responsibility for the control over and production of all personnel statistics throughout the CIA will be assigned to the Personnel Office.
- b. The personnel statistics needed by the Comptroller will be furnished by the Personnel Office.
- c. The T/O record keeping and statistical functions, together with the two employees now engaged thereon, will be transferred to the Personnel Office.
- d. The transfer to the Personnel Office of the functions of reproduction and dissemination of T/O's assigned under Notice [REDACTED] to the Chief, Organization and Methods Service, will be transferred to the Personnel Office.
- e. The I&S Office will still continue to prepare clearance statistics and to coordinate with the Personnel Office as at present.

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*Baird } both present
Melson }*

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